

HARFORD COMMUNITY COLLEGE

Minutes of Open Meeting

September 8, 2015

The Board of Trustees of Harford Community College met on Tuesday, September 8, 2015, at 6:00 p.m. in the Chesapeake Center Board Room.

Trustees present: Mrs. Doris G. Carey; Mr. John F. Haggerty; Mrs. Laura L. Henninger; Rev. Cordell E. Hunter, Sr.; Dr. James W. McCauley; Mr. Richard D. Norling; Dr. Richard P. Street, III; Dr. James J. Valdes, and Dr. Dennis Golladay as Secretary-Treasurer

Trustees absent: Mrs. Jan P. Stinchcomb

Staff present: A. Adams, C. Allen, K. Ashman, P. Burt, D. Cruise, V. Dodson, N. Dysard, T. Franza, S. Garey, A. Haggray, K. Hachmann, R. Heinlen, C. Henderson, N. Hoke-Wilson, R. Johnson, P. Karwowski, K. Krsolovic, P. Labe, J. Mayhorne, B. Napfel, Z. Parker, S. Phillips, K. Rege, D. Resides, S. Schaeffer, C. Sherman, A. Ward, and D. Wrobel

Others: D. Jacobson, Clifton/Larson/Allen

I. CALL TO ORDER

J. Valdes called the meeting to order.

The following is noted for the record:

The business of the Harford Community College Board of Trustees, as empowered by Maryland law, is to oversee all personnel, programs and facilities. The Board employs its president to implement and to interpret its policies. The Board directs the president to establish guidelines, procedures, and practices that flow from and support the policies of the Board of Trustees as contained in the Board Manual for By-laws and Policies. The Board meets the second Tuesday each month (except July) to consider and transact public business.

At the Board of Trustees meeting on August 11, 2015, motion was made, seconded and approved to move into closed session to discuss a personnel matter in accordance with General Provisions Article of the *Annotated Code of Maryland*, Section § 3-305(b)(1)(i) and (ii).

II. ROLL CALL

C. Sherman called the roll. Quorum was present.

III. CONSENT AGENDA

By consensus the Board approved the consent agenda. Items included:

- Agenda of the 09/08/15 meeting
- Minutes of the 08/11/15 meeting

IV. PUBLIC COMMENT

There was no public comment.

V. BOARD REPORTS

A. Chair's Report

J. Valdes announced upcoming events:

- October 6 – Board of Trustees meeting – 6 p.m. He noted this meeting is the first Tuesday rather than the second due to the ACCT Leadership Congress.

J. Valdes polled Board members attending the ACCT Congress to identify a member to serve as the voting delegate. Trustee Carey volunteered.

J. Valdes provided a Presidential Search update noting:

- Academic Search consultant met with constituency groups on September 3.
- Presidential profile and ad are being finalized. It is anticipated that the advertisement will be released September 14; preferred deadline for applications will be the end of October.
- The search committee includes representatives from the four constituency groups (faculty, staff, administrators, and students), two community members and two trustees.

B. Finance and Audit Committee Report

R. Norling reported the Finance and Audit Committee met on September 2. The committee reviewed and accepted the FY 2015 audit report.

C. Member Reports

D. Carey reported on the nurse pinning ceremony and noted it continued the tradition of excellence. She also shared comments from the president of the Harford County Chapter of the NAACP recognizing the contributions the College makes to the community.

C. Hunter reiterated the positive support of the College by the NAACP.

J. McCauley reported that the Army Research Center is hosting an open house on November 3 and 4 and encouraged representative from the University Center to attend.

J. Haggerty reported that he and Trustees Norling and McCauley attended convocation on August 21. The program was informative and very well done.

VI. PRESIDENT'S REPORT

A. Information Items

The Board information packet included a report on the president's meetings and activities over the last month. D. Golladay noted specifically:

- In January 2014, GED testing service introduced a new computerized GED test that is better aligned to the requirements of today's workforce and the College and Career Readiness Standards. Sixteen graduates were recognized at the August 14, 2015 Graduate Recognition Ceremony. These graduates are the pioneers who completed and passed the new GED test to earn a Maryland High School Diploma.
- FY 2015 Strategic Plan Accomplishments booklet was distributed.
- Academic achievements of Harford's student-athletes were noted. Harford led the region with 16 student-athletes named to the NJCAA Region XX All-Academic list and 25 student-athletes received MD JUCO All-Academic Team honors, the most in the conference for the seventh consecutive year.

B. Introduction of New Employees

New employees, Patricia Burt, Ph.D., music faculty; Robert Heinlen, Jr., manager for Harford Sports Complex; and Karen Rege, Ed.D., director for e-learning and instructional resources; were introduced to the Board.

C. Program Presentation –Student Conduct and Intervention

Student Intervention Services and Student Conduct Services work hand-in-hand to prevent, identify, and respond to concerning, unacceptable, and threatening student behavior on campus. These services and procedures are designed to help maintain a respectful academic environment, conducive to learning and fostering student development.

Kimberly Ashman, Student Conduct & Intervention Specialist, and Nicole Hoke-Wilson, Director for Disability Support & Intervention Services, presented an overview of the programs. The presentation included information on:

- Student Code process when a complaint is filed;
- Concerning behavior report process;
- Pertinent legislation; and
- Student Code and intervention data

D. Enrollment Report

The president reviewed the Fall credit enrollment dashboard noting revenue is at 99.0% of the budget goal. FTE is down 3.3% from FY 2015; community colleges across the state are reporting lower enrollments ranging from 4-8%.

E. Capital Projects Update

R. Johnson shared information on capital projects:

- Principal construction of the Hickory Center is completed; punch list will be reviewed. Furniture will be delivered between September 22-24. The copy center will move to the new facility the first week in October followed by computing and technology services and procurement.
- Bids for the renovation and expansion of Edgewood Hall will be opened on September 16. Recommendation for award will be presented to the Board of Trustees at the October board meeting.

VII. ACTION ITEMS

A. 2015 Independent Audit

David Jacobson from the auditing firm of Clifton/Larson/Allen reviewed highlights from the FY 2015 audit. He discussed the terms of engagement, areas of focus, audit results, and a financial recap. He noted that all opinions are unmodified, the highest level.

Motion was made by R. Norling, seconded by L. Henninger:

The Board of Trustees of Harford Community College accepts the College audit conducted by Clifton/Larson/Allen for FY 2015 as presented.

Vote: Unanimously adopted.

B. 2015 Maryland Higher Education Commission Performance Accountability Report

The 2015 annual Performance Accountability Report (PAR) is due to the Maryland Higher Education Commission (MHEC) by September 30, 2015, and requires governing board approval. The accountability indicators, the format for the report, and the formulas for the data reporting are specifically prescribed by MHEC.

The 2015 reporting cycle is the final year of a five-year cycle for Maryland community colleges. Next year, assuming no major changes in requirements from MHEC, the College will again engage in setting benchmarks which must be approved by the governing board.

For the 2015 report, the College was asked to:

- Report on progress made in achieving the benchmarks and explain any lack of progress, possible causes, and remedial actions taken and planned;
- Include narrative discussing progress within the context of the 2013-2017 Maryland State Plan for Postsecondary Education;
- Describe how the College is serving key constituencies, particularly employers, schools, and the community; and
- Supply accountability data and updated benchmarks using the definitions provided by MHEC.

As in past years, MHEC has asked the College to respond to questions about the data reported in the prior year. For this year, MHEC had two requests related to three indicators:

- Indicator 6a, Graduation and transfer rates after four years for college-ready students and Indicator 6b, Graduation and transfer rates after four years for developmental completers.
 - The Commission asked HCC to describe the strategies the College intends to employ to achieve the projected benchmark for the fall 2011 cohort. In response, the College addresses a variety of completion strategies, process improvements, and technologies aimed at improving student success and completion.
- Indicator 19, Percent minorities of full-time faculty.
 - The Commission notes the small fluctuations in the percentage of minority full-time faculty from fall 2010 to fall 2013 contrasted with the College's aggressive goal for 2015 and requests that the College discuss the strategies related to this goal. In response, the College asserts that the goal, while aggressive, is aspirational and that there has been some progress toward achieving the goal as evidenced by a slight increase in this year's percentage. It is the aim of the College to have full-time faculty more closely reflect its student demographics; Human Resources and Academic Affairs incorporate a variety of strategies to attract high quality applicants for all open full-time faculty positions.

Report with all details was provided to the Board.

Motion was made by J. McCauley, seconded by R. Streett:

The Board of Trustees of Harford Community College approves the 2015 MHEC Performance Accountability Report.

Vote: Unanimously adopted.

VIII. PERSONNEL

A. Personnel Update

Staffing changes are reported to the Board as an information item. The Board approves personnel activity related to administrators and tenure-track faculty. No personnel items reported this month require Board action.

Appointments

- Brittany E. Black, admissions specialist, effective June 6, 2015
- Ashley N. Meisel, coordinator for nursing and allied health professions, effective June 8, 2015
- Robert D. Heinlen, Jr., manager for Harford Sports Complex, effective August 29, 2015
- Helen M. Nicewonger, student development specialist – Advising, Career, and Transfer Services, effective September 26, 2015

Separations

- Nicole Barnwell, HRIS specialist, effective August 21, 2015
- Deborah L. Gordon, literacy works specialist, effective September 2, 2015

Retirement

- Victoria K. Corkran, administrative assistant II, effective October 1, 2015

IX. BOARD REVIEW

A. Policies –Red Flags Rule and Identity Theft Prevention

Each month the Board reviews a policy to reaffirm currency as written or to identify changes/revisions that need to be made. For the September meeting, the “Red Flags Rule and Identity Theft Prevention” policy was considered.

When this policy was adopted in 2009, “Red Flags” was just emerging. A policy statement was required after the Federal Trade Commission and Federal banking agencies issued a regulation amending the Fair Credit Reporting Act. The provision for “Red Flags” related to HCC is applicable with regard to practices related to (1) consumer reports being used to conduct credit or background checks on prospective employees or applicants for credit and (2) provisions for emergency loans issued to students.

Since the College now has red flag procedures, a slight revision to the 2009 policy was suggested. The proposed revised policy follows: (strike-out indicates deletion; underlined text indicates additions):

Red Flags Rule and Identity Theft Prevention Policy

Harford Community College will ~~develop~~, implement, and monitor identity theft prevention procedures to detect or mitigate identity theft. The procedures ~~will~~ include developing relevant "red flags," patterns, practices, and specific activities that signal possible identity theft, and incorporating them into the program. The procedures will be updated periodically to reflect changes in risks.

Motion was made by J. Haggerty, seconded by C. Hunter:

The Board of Trustees of Harford Community College approves the revised Red Flags Rule and Identity Theft Prevention Policy as presented.

Vote: Unanimously adopted.

IX. ADJOURNMENT

The Board meeting adjourned at 7:10 p.m.

Dennis Golladay
Secretary-Treasurer

James J. Valdes
Chair